

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

**ANNOUNCEMENT NUMBERS: 07-DCSYR-03
07-DCALB-01**

APPLICATION PROCESS: Opening Date: 11/09/2006 Closing Date: 12/01/2006

POSITION TITLE: Case Processing Specialist - 2 positions

LOCATION OF POSITION: Syracuse and Albany, New York

SALARY RANGE: \$28,095 - \$42,955 (Classification Level 23 - 25)

This position is located in the Clerk's Office of the District Court and reports to the Office Supervisor. The incumbent checks incoming documents for conformity with the federal and local rules, routes them to the appropriate destinations and maintains the official records in civil and criminal actions from opening to final disposition. The documents become the official basis of the court actions.

QUALIFICATIONS:

HS Diploma with two years of generalized experience in the legal field required. Associate's degree or Paralegal is preferred. Applicant should have strong verbal and written communication skills; the ability to analyze work processes and problem-solving skills. Experience using automated systems to perform tasks and manage information and customer service skills a plus. Computer knowledge in a Microsoft Windows environment and WordPerfect experience is preferred.

DUTIES AND RESPONSIBILITIES:

1. Performs and monitors the electronic filing of imaged documents within established quality standards, including the daily quality review of filings by attorneys and by other court staff.
2. Review of new civil and criminal case and document filings, assuring the proper maintenance and processing of official caserecords, completion of required procedural steps. Performs any necessary noticing, administrative or associated clerical tasks.
3. Ongoing responsibilities include providing assistance to end users as a member of the Case Management/Electronic Case Filing (CM/ECF) Advanced Help Desk. Case processing specialists have frequent contacts with judicial staff, other federal agencies, attorneys and the public and provide information related to court procedures or the status of court proceedings and documents.
4. Other assigned duties may include processing appeals, grand jury returns, magistrate judge case assignments and the processing of sensitive, sealed court records. The incumbent is also responsible for the preparation and entry of judgments and initiating any action necessary following the review of case management reports.
5. Other duties as assigned.

BENEFITS:

- A minimum of 10 paid holidays per year
- Paid vacation leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year.
- Retirement benefits
- Optional participation in the Thrift Savings Plan (401K)
- Optional participation in the Federal Employees' Health Benefits
- Optional participation in the Federal Employees' Group Life Insurance
- Optional participation in the Federal Dental and Vision Plans
- Optional participation in the Flexible Spending Program
- Optional participation in the Commuter Benefit Program
- Optional participation in the Long-Term Care Insurance
- Optional participation in private Long-Term Disability Plan
- Credit for prior government service

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. In accordance with the Guide to Judiciary Policies and Procedures, Volume 1, Chapter 10, Subchapter 1700.1, Background Checks and Investigations, the individual being selected for this position will be required to submit to a security background check which includes fingerprinting. All appointments are provisional upon a favorable suitability determination. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States District Court are **Excepted Service Appointments**. Excepted Appointments are "at will" and can be terminated with or without cause by the Court.

APPLICATION PROCESS:

To be considered for this position, please **submit a cover letter and resume** to U.S. District Court, Attn: Human Resources, P.O. Box 7367, Syracuse, New York 13261. **Applications must be received by the close of business on Friday, December 1, 2006.** Candidates' knowledge, skills and abilities as demonstrated by their past and current job performance will be considered. This Court is an **Equal Opportunity Employer**.